

## ACCESSING POWERCHART

1. Log onto the computer system.
2. Double-click the PowerChart icon



## INBOX SUBFOLDERS

1. Documents to Sign **Documents to Sign**
  - a. Document types
    - i. Documents ready to be electronically signed
    - ii. Documents ready to be manually signed in HIM
2. Documents to Dictate **Documents to Dictate**
3. Documents to Review **Documents to Review**
  - a. Document types
    - i. Documents that you as the Provider were copied on
    - ii. Documents that were forwarded to you from another provider
4. Click on the plus sign **Documents to Sign(6)** on the folder to open the folder tree

## DOCUMENTS TO SIGN

1. New documents added will appear in bold print
2. Double click on the document to open it
3. Documents that have **This is a paper based document** typed in need to manually signed in HIM
4. Double click on the document to open and review it
  - a. Document is accurate and can be signed without edits
    - i. Click "sign"
    - ii. Click
    - iii. Document has been electronically signed
  - b. Document needs minor edits
    - i. Click
    - ii. An editing window appears
    - iii. Type in edits
    - iv. Select a button to close
      1. Clicking on signs the document and closes the editing window
      2. Clicking on saves the changes made to the document, but does not close the window nor sign the document

3. Clicking on saves the changes, closes the editing window, but does not sign the document
4. Clicking on closes the window without signing the document or saving the modifications. A separate window will appear confirming that you do not want to save the changes. Click to exit without saving changes
- v. Note that if the document has already been signed, any added text will be noted as an addendum at the bottom of the document
- c. Document needs significant edits (and provider wishes to re-dictate) or has been transcribed on the incorrect patient
  - i. Click
  - ii. Forward the document for review to the appropriate medical record department (either HIM, NBGC or HIM, BMC)

Forward (5 names limit)  
To: HIM, NBGC  
For:  Signature  None  Review

- iii. Type in mandatory free text message to HIM. For example, use the abbreviation WP (wrong patient) and include the correct patient name with an identifier if possible or type in "need to re-dictate."
- iv. Click
- d. Document has been erroneously assigned
  - i. Click
  - ii. Forward the document for review to the appropriate medical record department (either HIM, NBGC or HIM, BMC)

Forward (5 names limit)  
To: HIM, NBGC  
For:  Signature  None  Review

- iii. Type in mandatory free text message to HIM by using the abbreviation NMP (not my patient) followed by the name of the correct physician

- iv. Click

## DOCUMENTS TO DICTATE

1. New documents will appear in bold print
2. Double click on document
  - a. The text **This is an anticipated document** will appear
3. Complete the dictation
4. Click
5. Right click on the document for the document menu
6. Select
7. Select to refresh
8. The document will disappear from the Dictation list

## DOCUMENTS TO REVIEW



1. New documents will appear in bold print
2. Double click on the document to open and review it
3. Documents to delete from Review list after being seen
  - a. Click
  - b. Select to refresh
  - c. The document will disappear from the Review list
4. Documents to stay in the Review list after being seen
  - a. Click
  - b. The document will stay in the Review list
5. To refuse to review a document
  - a. Click Refuse
  - b. Click Review
  - c. Indicate the rationale in the message box (e.g. NMP - not my patient)
  - d. Click or
  - e. The document will disappear from the Review list

## **MESSAGING**


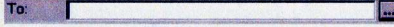




*Please note: Important information should be communicated using customary channels. If you are going to communicate important information using the messaging feature, you must be certain that the recipient is logging into the system "real time" and will receive the message in time to act on it.*

**To access Inbox Messages, click**



1. Click on  to create a new message
2. Type message
3. Click send 

### **To respond to messages**

1. Click  to respond to the sender only
2. Find recipient 
  - a. Click on the ellipsis button  to bring up person search window
3. Click  to respond to all senders
4. Click  to forward the message to another provider in the system
5. Type message
6. Click send 

## **PAPER-BASED DOCUMENTS**

The following documents will remain as paper-based and will require manual signature in HIM:

Final Progress Note  
D/C Order  
MD Query  
Handwritten H&P  
24 hour Note  
Brief Op Note  
Handwritten Consult  
Obstetrical Summary  
Obstetrical Delivery Record  
NB Record  
Misc  
ED Consult Report  
Labor & Delivery Record  
Delivery Record  
Delivery Room Note